

Enrollment Worksheet Instructions

Fiscal Year 2023

Community Living Assistance & Support Services (CLASS) – Direct Service Agency (DSA) Attendant Compensation Rate Enhancement

**Provider Finance Department, Long-Term
Services and Supports, Texas Health and
Human Services Commission (HHSC)**

July 1 – August 1, 2022

**Enrollment for Levels to be Effective
September 1, 2022**

NOTE: These worksheets are provided for your information and may be retained in your files for future reference. **Do not return** worksheets to the Texas Health and Human Services Commission.



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Instructions

Purpose

This worksheet is a resource to help providers calculate spending requirements and potential differences between costs and revenues under the Attendant Compensation Rate Enhancement Program. Providers can use this information to decide about participation in the enhancement program for their CLASS services.

Reporting Period

Select a reporting period representing your typical caseload and staffing as close to the open enrollment period as possible. The reporting period may be of any length, but we recommend a minimum of one payroll period. For example, the reporting period might be one payroll period, one month (i.e., June 1 to June 30), or your most recent cost-reporting period.

We recommend checking for data inconsistencies and calculation errors. It is also recommended to complete worksheets for two different reporting periods at least three months apart and compare the results. Significant variances indicate an error in completing the worksheets or large fluctuations in caseload and staffing. Please consider any such variations when making your enrollment decision.

Assistance

For assistance with the completion of these forms, contact the Texas Health and Human Services (HHSC) Provider Finance Department (PFD) at: PFD-LTSS@hhs.texas.gov or (737) 867-7817.

Elimination of Grouping Contracts

Changes to Title 1 Texas Administrative Code (1 TAC) Section 355.112(ee) changed the timing of requests for grouping, effective April 1, 2012. Providers will no longer have the option of grouping during this Fiscal Year 2023 Open Enrollment. Instead, providers may request that HHSC PFD aggregate (also known as grouping) the contracts when submitting the cost report covering the fiscal year of the awarded enhancement level.

Levels of Enhancement

Contracted providers must request a specific enhancement level to participate in this optional program. Please refer to the Enrollment Contract Amendment for information on requesting a level. Providers may request a level within the proposed range. Therefore, HHSC PFD recommends that you complete the worksheets for your requested level to inform your decision. Funds may not be available to grant all requests. Please consult the "Participation Status – Levels Awarded List" (posted by September 17, 2022) on the HHSC PFD website to find your final awarded level. HHSC will not distribute award letters. The PFD website is the sole source of information about awarded levels.

Worksheet Functionality

The enrollment worksheets are fully functional. If completed online, they will perform all required calculations for you. If you choose to print the worksheets and fill them out by hand, you will be responsible for the accuracy of all mathematical calculations.

Definitions

Attendant

- An attendant is an unlicensed caregiver providing direct assistance to clients with Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs).
- Attendants do not include:
 - ▶ The director
 - ▶ Administrator
 - ▶ Assistant director
 - ▶ Assistant administrator
 - ▶ Clerical and secretarial staff
 - ▶ Professional staff
 - ▶ Other administrative staff
 - ▶ Licensed staff
 - ▶ Attendant supervisors, unless delivering attendant services to prevent a break in service.

Attendant expenses must be direct costed for HHSC to accept Attendant Compensation Rate Enhancement. Direct costing requires daily timesheets documenting all time spent performing attendant services for the contract.

CLASS Attendant Services Worksheet

Step 1 – Enter Required Data

Round all monetary amounts in Step 1 to the nearest whole dollar (with no zeros included for cents). For example, \$25.49 should be rounded to \$25 and \$25.50 to \$26.

Attendant Salaries and Wages

- Report accrued salaries and wages for attendants employed by the provider and those receiving Federal Insurance Contributions Act (FICA) contributions.
- Attendants cannot be contracted employees.
- Salaries and wages include tax-deductible overtime, cash bonuses, and cash incentives.
- See the Definitions section for requirements about staff members functioning in more than one capacity.

Other Staff Delivering Attendant Services

Report salaries and wages for other staff delivering attendant services when necessary to prevent a break in service. Salaries and wages include tax-deductible overtime, cash bonuses, and cash incentives paid. See the Definitions section for requirements about staff members functioning in more than one capacity.

Contract Attendant Payments

Report payments to contracted attendants.

Total Attendant Payroll Taxes

Report payroll taxes for attendants.

FICA and Medicare

Report employer-paid FICA and Medicare taxes for attendants. FICA and Medicare taxes may be allocated based upon a percentage of eligible salaries.

State and Federal Unemployment

Report federal unemployment tax (FUTA) and state (TUCA) employer-paid attendant unemployment expenses. Unemployment expenses may be allocated based upon a percentage of eligible salaries.

Workers' Compensation Insurance Premiums

Report premiums for workers' compensation insurance, industrial accident policies, and other similar types of coverage for employee on-the-job injuries for attendants. Workers' compensation premiums may be allocated based upon a percentage of eligible salaries.

Workers' Compensation Paid Claims

Report medical claims paid for employee on-the-job injuries for attendants. Paid claims may be allocated based upon a percentage of eligible salaries or direct costed.

Employee Health Insurance

Report employer-paid health insurance for attendants. Employer-paid health insurance premiums must be direct costed. Paid claims may be allocated based on the percentage of eligible salaries or direct costed.

Employee Life Insurance

Report any employer-paid life insurance for attendants. Employer-paid life insurance costs must be direct costed.

Other Employee Benefits

Report any employer-paid disability insurance and retirement contributions for attendants. These benefits must be direct costed. The contracted provider's unrecovered cost of meals and room and board furnished to direct care employees, uniforms, job-related training reimbursements, and job certification renewal fees are not to be reported as Other Employee Benefits.

Mileage Reimbursement

Report the mileage reimbursement paid to an attendant for using their personal vehicle. Mileage Reimbursement is not subject to payroll taxes. The maximum allowable mileage reimbursement is as follows:

- 1/1/21 – 12/31/21 56.0 cents per mile
- 1/1/22 – 12/31/22 58.5 cents per mile

Box A

The Total Attendant Cost is the sum of all costs above.

Box B

Report the total Units of Service – Medicaid units only.

NOTE: All monetary calculations in Steps 2 and 3 should be carried out to two decimal places.

Step 2 – Determine the Attendant Cost Per Unit of Service

Divide the total attendant costs from Box A by the total units of service from Box B. Enter the result in Box C. This result is your estimated attendant cost per unit of service.

Note: For Step 3, please refer to the attached CLASS Payment Rates worksheet to obtain the attendant rate for each participating level.

Step 3 – Determine the Proposed Attendant Rate and Attendant Spending Requirement for the Requested Participating Level

Column A

Enter the level of enhancement at which you will request to participate in Column A.

Column B

Enter the proposed attendant rate component for your requested enhancement level in Column B.

Column C

To calculate the required spending for participating at the enhancement level requested, take the amount in Column B and multiply by 0.90. Enter the result in Column C.

Column D

Column D shows the difference between the proposed attendant rate component and required attendant compensation spending for your requested enhancement level.

Column E

Column E shows your current spending on attendant compensation. Enter your current attendant cost per unit of service from Box C, Step 2 in Column E.

Column F

Column F shows how much you would need to increase your current spending on attendant compensation to meet the attendant spending requirement for participating at the level you requested. Subtract the value in Column E from Column C. If the result of this operation is less than zero, set the result equal to zero. Enter the result in Column F.

Things to consider when making your participation decision.

This document lists the various aspects of your business situation to consider when making your participation decision. The list is not all-inclusive, and there may be other facts to consider when deciding whether or not to participate.

- Compare your attendant cost per unit of service with the average attendant rates (Column B) and the required attendant spending.

- Look at Column C for each enhancement level. At which enhancement level is your attendant cost per unit of service most comparable?
- At which level of enhancement will you feel most comfortable, considering recoupment for failure to meet spending requirements?
- Consider the impact of reduced turnover (due to paying higher wages) on your recruiting and training expenses.
- Consider the impact of paying higher wages on the quality of care delivered to your clients.
- Consider whether any improvements in the quality of care delivered would lead more clients to select your agency to provide their services, thus leading to a higher utilization rate (i.e., more units of service) for your agency.
- Compare your total operational costs to the total rate to determine your ability to meet the attendant spending requirements.

Check all calculations to ensure accuracy.